



*City Council*  
**COMMITTEE OF THE WHOLE**  
*City of Belvidere, Illinois*

Alderman Clayton Stevens,	1 <sup>st</sup> Ward	Public Works Vice Chairman
Alderman Tom Porter,	1 <sup>st</sup> Ward	F&P Vice Chairman, City-County
Alderman Daniel Snow,	2 <sup>nd</sup> Ward	BPZ Chairman, City-County Chairman
Alderman Michael Borowicz,	2 <sup>nd</sup> Ward	Public Safety Vice Chairman, City-County
Alderman Wendy Frank,	3 <sup>rd</sup> Ward	City-County Vice Co Chairman
Alderman Thomas Ratcliffe,	3 <sup>rd</sup> Ward	F&P Chairman
Alderman Ronald Brooks,	4 <sup>th</sup> Ward	Public Works Chairman
Alderman George Crawford,	4 <sup>th</sup> Ward	Public Safety Chairman
Alderman Mark Sanderson,	5 <sup>th</sup> Ward	BPZ Vice Chairman
Alderman Marsha Freeman,	5 <sup>th</sup> Ward	City-County Coordinating Committee

**AGENDA**

**March 12, 2018**

**6:00 p.m.**

**City Council Chambers  
401 Whitney Boulevard  
Belvidere, Illinois**

Call to Order: Mayor Chamberlain

Roll Call: Present: Absent:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

1. Building, Planning & Zoning, Unfinished Business: None.
2. Building, Planning & Zoning, New Business:

(A) Special Use Extension – Anderson Funeral & Cremation Service.

- (B) Special Use Extension – Biglinny Firearms Inc.
- (C) Special Use Extension – CCSIP Properties Inc. (Iron & Coal)
- (D) Resolution Directing the Planning Department to Publish the Zoning Map of the City of Belvidere.

3. Public Works, Unfinished Business:

- (A) Alley between E. 8<sup>th</sup> Street and E. 9<sup>th</sup> Street (South State Street and Whitney Blvd) - Tabled February 12, 2018.

4. Public Works, New Business:

- (A) High Water Usage – 217 North State Street.
- (B) Southside Storm Sewer System Study Report – presented by Baxter & Woodman.
- (C) Spring Branch Pickup.
- (D) Right-of-Way Vacation/Sale of Property.

5. Other:

- (A) Resolution for Annual Parades 2018.
- (B) Budget Discussion.
- (C) Executive Session to discuss Collective Bargaining Matters pursuant to Section 2 (c) (2) – IUOE; IAFF and FOP.

6. Adjournment:

## Gina DelRose

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**From:** Diann Anderson <diann.anderson@andersonfcs.com>  
**Sent:** Friday, January 26, 2018 2:59 PM  
**To:** Gina DelRose; Steve Anderson  
**Subject:** Extension for Case No.: 2017-13; 218 W. Hurlbut Avenue

Gina

I would like to request an extension of our special use planned development do to design delays and the acquisition and rezoning of the homes (128 W. Hurlbut and the home on the corner of Kishwaukee and Lincoln). We are hoping to finalize the design soon in the next few weeks.

If you have any questions, please call me.

Diann Anderson

# Anderson

Funeral & Cremation Service

815|544|2616

218 West Hurlbut Ave. • Belvidere, IL 61008

[www.andersonFCS.com](http://www.andersonFCS.com)

## Gina DelRose

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**From:** robert wagner <wagner1629@yahoo.com>  
**Sent:** Tuesday, February 06, 2018 9:53 AM  
**To:** Gina DelRose; Chris Linenfelser  
**Subject:** Extension of Biglinny special use permit

Gina

Please extend Biglinny Firearms, Inc. Special use permit at 485 Southtowne Drive.  
We are close to getting financing and should be able to start construction in 60 days.  
If you have any questions please feel free to call.

Thanks

Bob Wagner

# CCSIP Properties, Inc.

8642 US Hwy 20 Garden Prairie, IL, 61038

City of Belvidere  
401 Whitney Blvd., Suite 300  
Belvidere, IL 61008

February 14, 2018

RE: Case No.: 2017-15; 300 South Main Street

Ms. DelRose:

CCSI International, Inc. is requesting an extension of the special use for a planned development that was issued by the Belvidere City Council on 3 April 2017.

The Iron & Coal project has been delayed due to unforeseen difficulties with the engineering.

Should you have any further questions or concerns, please do not hesitate to contact me.

Sincerely,



Russell L. Caldwell  
President

E: [russell@ccsiusa.com](mailto:russell@ccsiusa.com) W: [www.ccsiusa.com](http://www.ccsiusa.com)

**RESOLUTION #2069-2018**

**A RESOLUTION DIRECTING THE PLANNING DEPARTMENT  
TO PUBLISH THE ZONING MAP OF THE CITY OF BELVIDERE**

WHEREAS, Illinois statute requires municipalities to publish a zoning map annually; and

WHEREAS, the City of Belvidere has compiled and attached hereto as Exhibit A, a zoning map (dated February 2018 and current with all approved map amendments and annexation) depicting zoning districts as required by state statute, and

WHEREAS, the Official Zoning Map is on file and available for public inspection and purchase at the Belvidere Community Development Department at 401 Whitney Boulevard, Belvidere.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of Belvidere that the Planning Department is directed to publish the Official Zoning Map by posting a copy of the map on the office of the Planning Department's web site. The Planning Department is further authorized to make the Official Zoning Map available for purchase.

Approved:

\_\_\_\_\_ Mayor

Attest:

\_\_\_\_\_ City Clerk

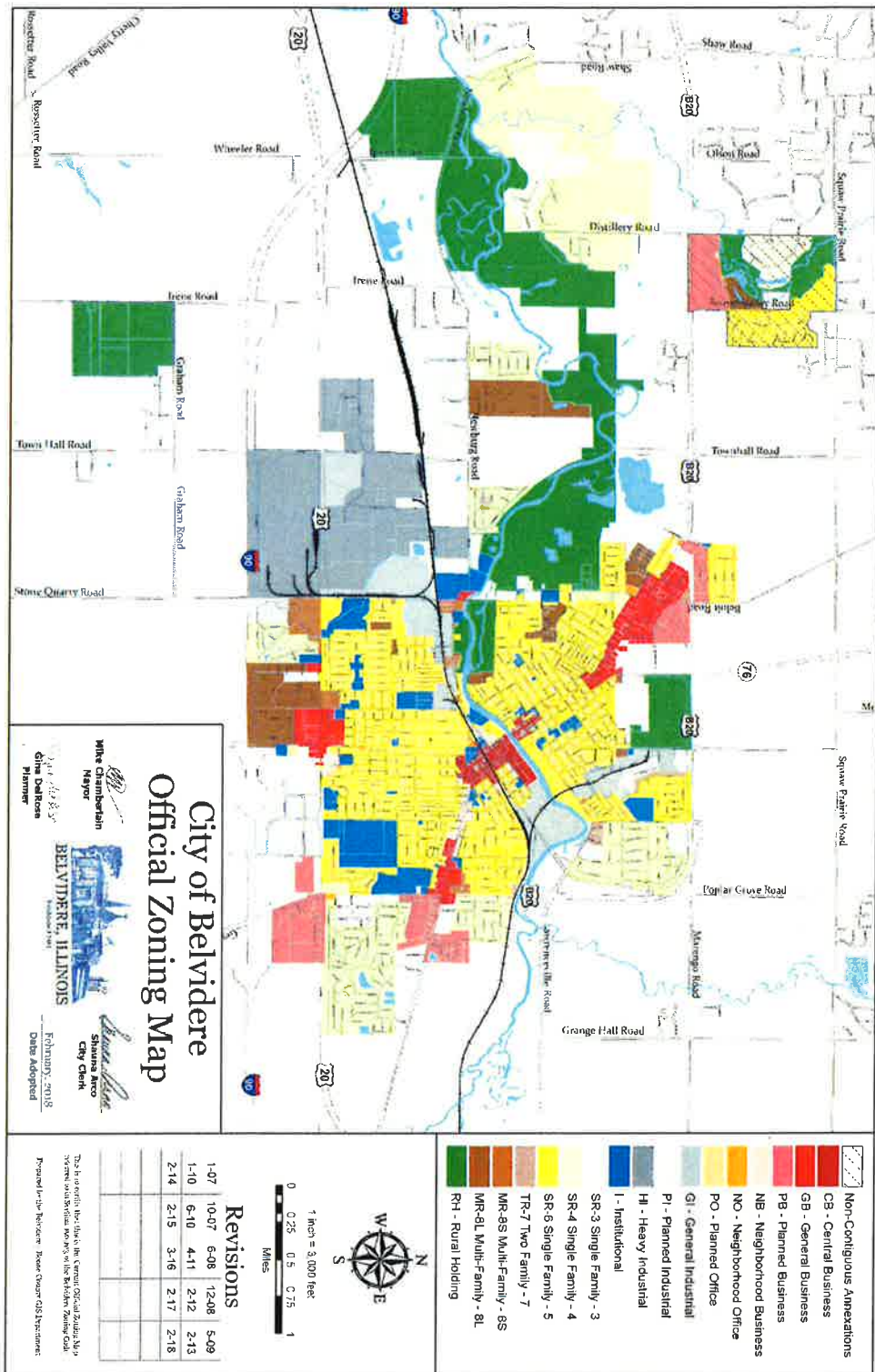
Ayes:

Nays:

Absent:

Approved:

EXHIBIT A



# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 3/6/2018  
**Re:** High Water Usage – 217 North State Street (Account #04-095500-98)

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Attached to this memo is a request from the Belvidere Board of Realtors, the owner of 215 and 217 North State Street, for consideration on their high water bill of \$1,141.43. A toilet was found to be running, causing the high usage.

I would recommend that no credits be given in this case since all of the extra water used went into the sanitary sewer system. We can offer a payment plan to the property owner for the balance due.





215 N. State St.  
Belvidere, IL 61008  
Phone: (815) 544-2719  
E-mail: [BelvidereBoard@Gmail.Com](mailto:BelvidereBoard@Gmail.Com)  
[www.BelvidereBoardofRealtors.Com](http://www.BelvidereBoardofRealtors.Com)

February 14, 2018

Brent Anderson  
Director of Public Works  
City of Belvidere  
401 Whitney Boulevard  
Belvidere, Illinois 61008

Dear Brent Anderson:

On Friday, February 2, 2018 the City of Belvidere Water Department contacted the Belvidere Board of Realtors about a possible water leak because our usage was very high. After turning the water off and inspecting 215 and 217 N. State Street it was determined that the usage was due to the toilet in 217. The workman, Nick made an adjustment to the toilet and said there was no need to call a plumber.

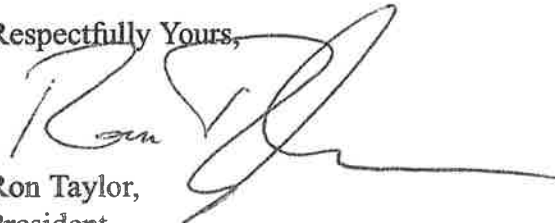
Karen Thomas the Association Executive of BBOR then spoke with Cindy at the water department to find out what the amount of our next water bill would be. Our next water bill will be \$1,141.43. Our average water bill is closer to \$35.

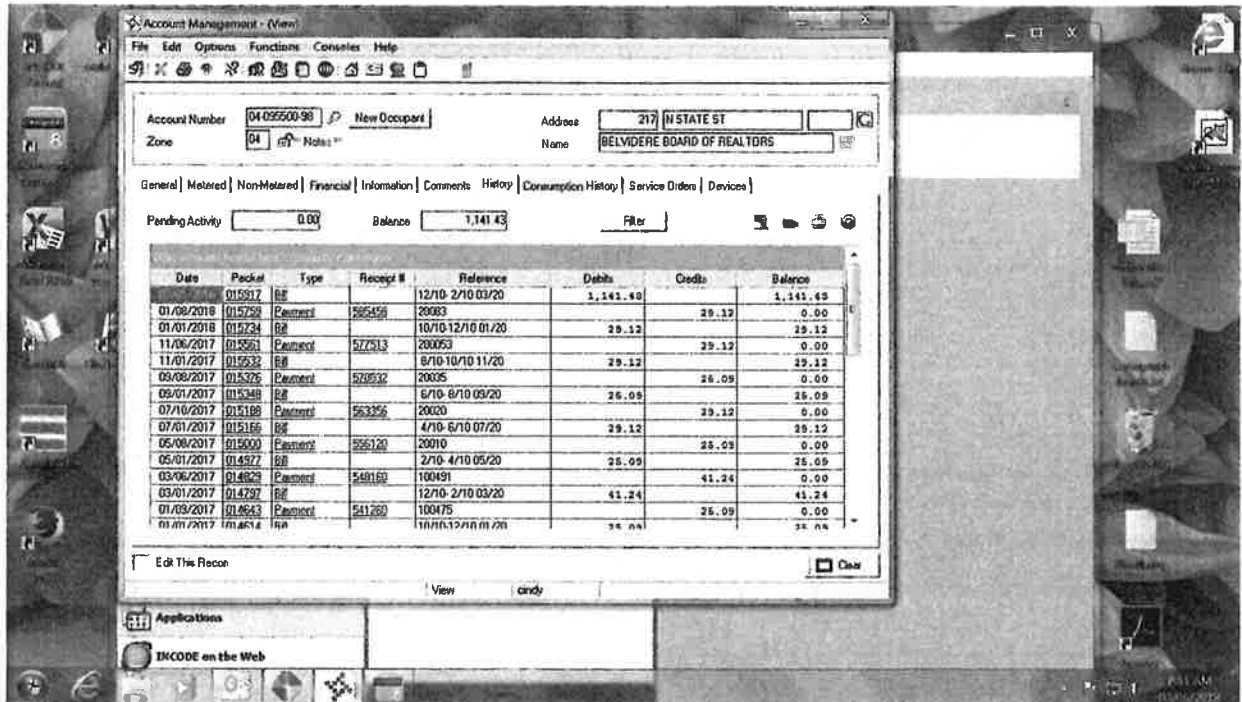
As a "not for profit business" we do not have the resources to cover a bill like this. I understand that you have incurred costs in treating the water because of this incident and we expect to pay for that but your costs are certainly nowhere near \$1141. We are a good neighbor and an asset to the community including donations of time and money. I'd respectfully request that you consider reducing this bill to a more reasonable and palatable figure.

I look forward to working with you on this matter and ask that you bring this request before the city council at the next meeting in March if necessary. I'll wait until then for your response. Thank you in advance for your consideration.

BBOR can be contacted at [Belvidereboard@gmail.com](mailto:Belvidereboard@gmail.com) or (815) 544-2719 or I can be contacted at [RonTaylorc21@gmail.com](mailto:RonTaylorc21@gmail.com) or (815) 509-3555.

Respectfully Yours,

  
Ron Taylor,  
President



wa \$ 439.82

SE 685.46

mm fee 16.15

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\$ 1141.43

Account Number - 04-095500-98 BELVIDERE BOARD OF REALTORS Service Address: 217 N STATE ST

Service: 100 W11 REG. BILLING CHARGES Meter: 01536968

Month	Date	Read		Total	Demand		Reading		Occupant
		Previous	Current	Consumption	Read	Consumption	Flag	Source	
Year : 2018 Total 1									
Feb	01/26/2018	592	868	27600			Regular	Hand Held	98
Year : 2017 Total 6									
Dec	11/30/2017	588	592	400			Regular	Hand Held	98
Oct	09/28/2017	584	588	400			Regular	Hand Held	98
Aug	07/27/2017	581	584	300			Regular	Hand Held	98
Jun	05/31/2017	577	581	400			Regular	Hand Held	98
Apr	03/29/2017	574	577	300			Regular	Hand Held	98
Feb	01/30/2017	571	574	300			Regular	Hand Held	98
Year : 2016 Total 5									
Dec	12/01/2016	568	571	300			Regular	Hand Held	98
Oct	09/29/2016	568	568	0			Regular	Hand Held	98
Aug	07/28/2016	567	568	100			Regular	Hand Held	98
Jun	05/25/2016	567	567	0			Regular	Hand Held	98
Apr	03/30/2016	566	567	100			Regular	Hand Held	98
				Avg 2517					

NAME SERVICE ADDRESS

BELVIDERE BOARD OF REALTORS 217 N STATE ST

2/02/2018 09:17 AM cindy

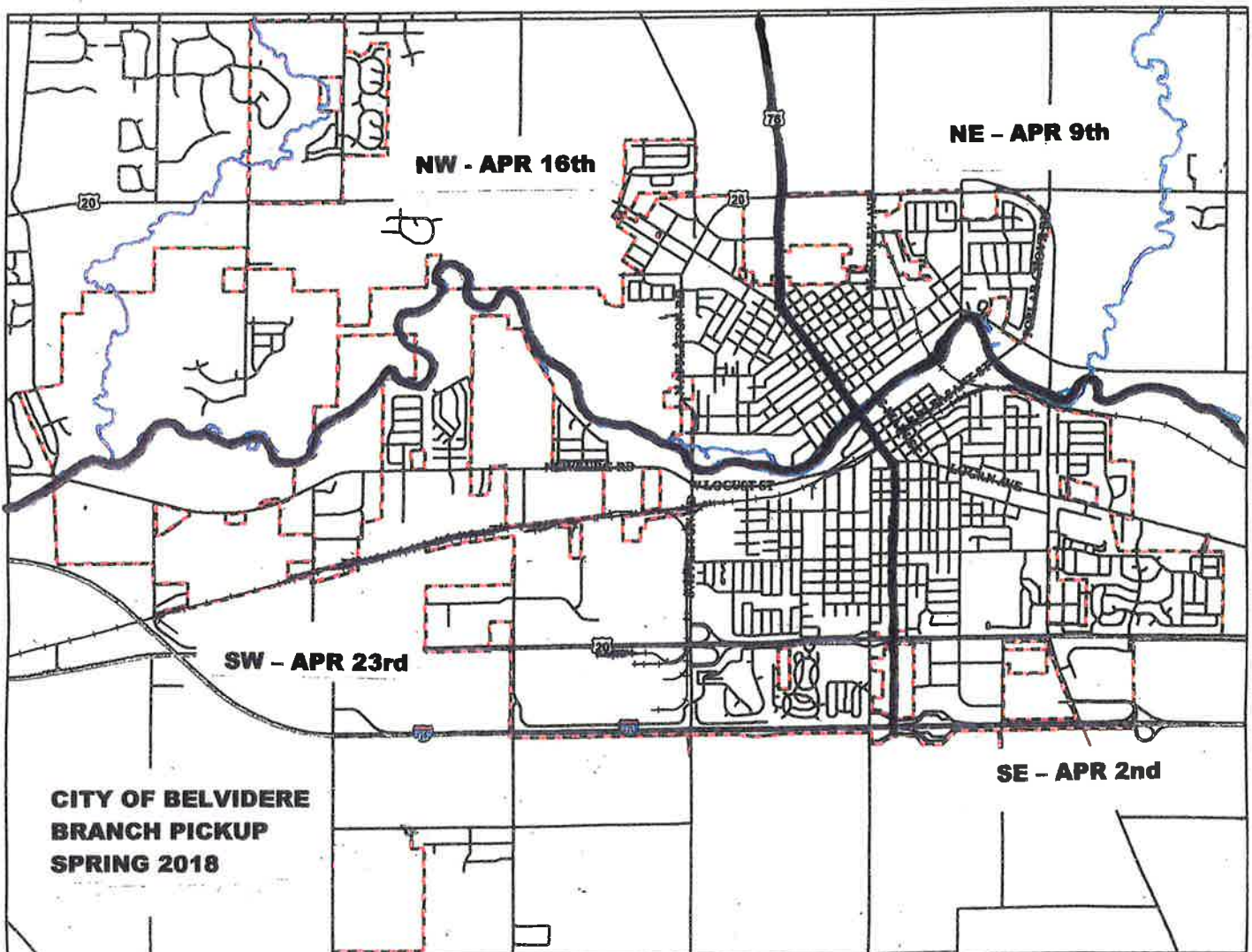
CAME UP ON HIGH USAGE REPORT, 27,600 CU FT FOR MARCH CYCLE BILL. NICK WENT THERE AND SHUT WATER OFF, THIS CONTROLS 215/217, BARBER SHOP IS GOING TO GET AHOLD OF OWNER. THE TOILET AT THE BARBER SHOP HAS BEEN RUNNING. IT IS FIXED NOW AND WATER IS BACK ON.

# 2018 SPRING BRANCH PICKUP

## DEAR RESIDENT/HOMEOWNER:

The City of Belvidere has scheduled a city-wide branch pickup beginning the week of April 2nd. The City will be divided into four sections with Public Works crews picking up branches according to the schedule shown on the map below. In order to provide the most efficient service and least inconvenience to you, please follow the guidelines below:

- DO:**
- Please have all branches placed on the terrace (area between sidewalk and street) by 7:00 AM Monday on the date shown for your section. **We will only make one pass down each street for branch pickup.**
  - If you have multiple branches, place the butt ends together and lay the branches parallel to the street.
- DON'T**
- Leave branches larger than 10" in diameter or branch piles larger than 4 feet high by 4 feet wide by 24 feet long.
  - Leave root balls.
  - Leave branches less than 24" long or any branches with wire, plastic or nails attached.



# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 3/7/2018  
**Re:** ROW Vacation/Sale

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The owners of the property at 120 Buchanan Street and 124 Buchanan Street have had discussions with the City regarding their interest in making certain improvements to their properties. Completion of those improvements would be an encroachment on the existing public right-of-way. In order to facilitate the improvements and eliminate the encroachments, the vacation and sale of a small portion of the alley on the north side of Buchanan Street will be required, as shown on the attached aerial photo.

In order to complete the vacation and sale of the right-of-way, a legal description and appraisal will be required. The cost of that work will be included in the sale of the property.

I would recommend a motion to direct staff to obtain an appraisal and plat of vacation for possible vacation and sale of a portion of the alley north of Buchanan Street.

WHITNEY BLVD

PARCEL #2

PARCEL #1

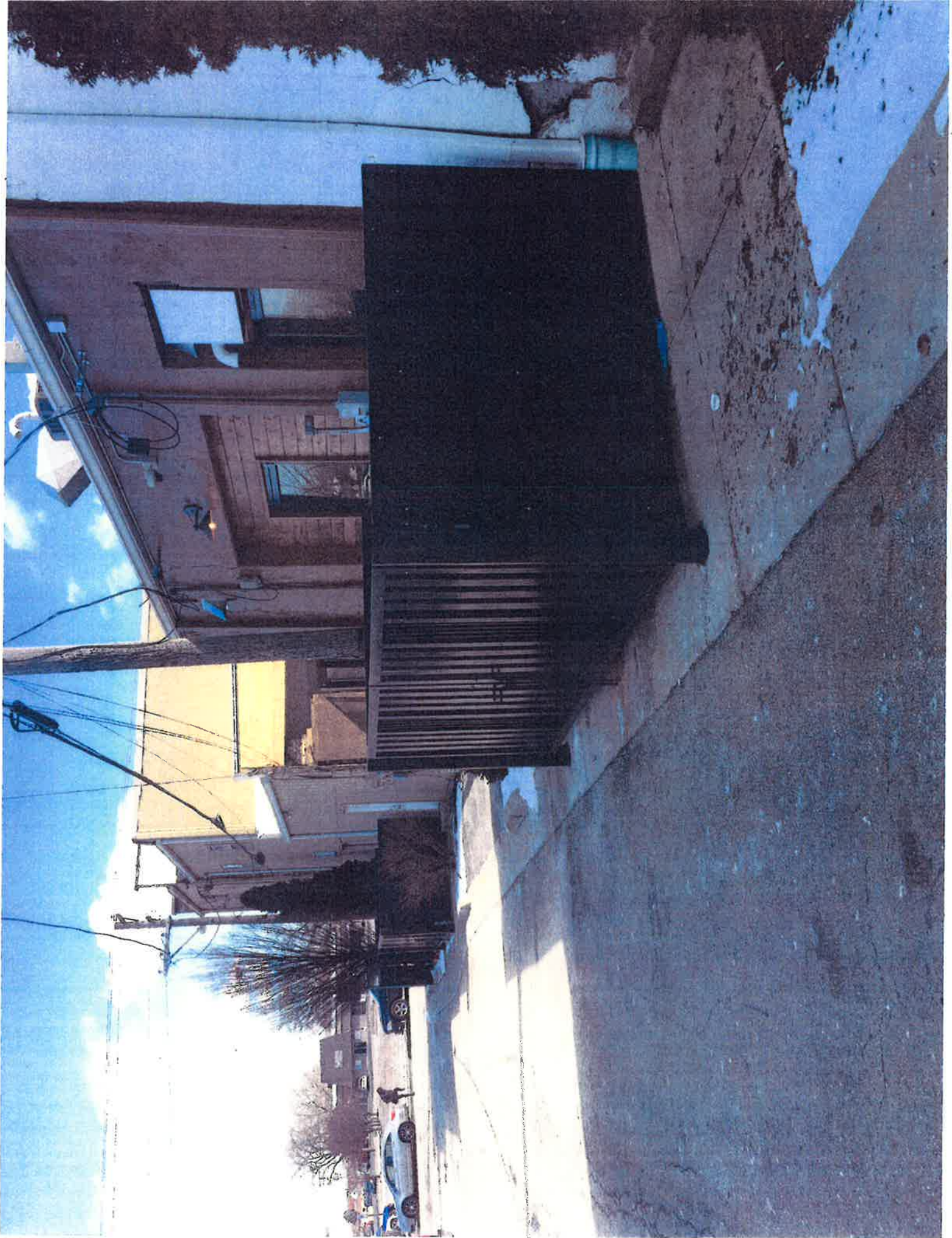
MUNICIPAL PARKING  
LOT #3

ALLEY

BUCHANAN ST

S STATE ST









**Resolution #2070-2018:**

**A RESOLUTION AUTHORIZING CERTAIN ANNUAL PARADES FOR 2018**

WHEREAS, the City of Belvidere allowed certain organizations to conduct parades on city streets in 2017, and

WHEREAS, the City Council finds it to be in the best interest of the City to allow the same parades in 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BELVIDERE, ILLINOIS AS FOLLOWS:

**SECTION 1:** That the Mayor and City Council of the City of Belvidere approve the annual parades as set forth in Exhibit A, which is incorporated herein by reference.

**SECTION 2:** That the Mayor is authorized to approve amendments to the parade routes and the times and dates of the parades.

**SECTION 3:** The Police, Fire, and Public Works Departments are directed to provide such parade assistance as the Mayor directs.

Ayes:  
Nays:  
Absent:

Approved:

\_\_\_\_\_ Mayor

Attest:

\_\_\_\_\_ City Clerk

ANNUAL PARADES  
EXHIBIT A

**EVENT:** **GOOD FRIDAY**  
**SPONSOR:** Members of St James Church  
**ROUTE:** Assembles on Church Street right on Main Street right Buchanan Street right on Warren Avenue and ending at Church Street.

**EVENT:** **MEMORIAL DAY**  
**SPONSOR:** Veteran's Memorial Commission  
**ROUTE:** Assembles at City Lot #5, proceeds West on Pleasant to State St. Brief ceremony at State Street Bridge.

**EVENT:** **4<sup>TH</sup> OF JULY/HERITAGE DAY CELEBRATION**  
**SPONSOR:** Heritage Day Committee  
**ROUTE:** Assembles at Whitney Blvd, proceeds to South State Street, heading north to Harrison Avenue.

**EVENT:** **HOMECOMING PARADE**  
**SPONSOR:** Belvidere High School  
**ROUTE:** Assembles at the Community Building and proceeds South on Pearl Street to 6<sup>th</sup> Street, East on 6<sup>th</sup> Street to East Avenue to High School.

**EVENT:** **HOMECOMING PARADE**  
**SPONSOR:** Belvidere North High School  
**ROUTE:** Assembles at the corner of Buchanan Street and Main Street and proceeds north on Main Street ending at West Street.

**EVENT:** **ANNUAL HALLOWEEN PARADE**  
**SPONSOR:** IOU Club  
**ROUTE:** Assembles on North State Street between Perry and Boone and proceeds to the Community Building.

**EVENT:** **VETERAN'S DAY PARADE**  
**SPONSOR:** Veteran's Memorial Commission  
**ROUTE:** Assembles at State Street and Lincoln Avenue, March to WWII Memorial in Belvidere Park then to VFW for ceremony.

**EVENT:** **CHRISTMAS PARADE**  
**SPONSOR:** Belvidere Park District  
**ROUTE:** North of Ida Public Library proceed south on State Street ending at Community Building.